

The Source



News for Small, Minority, Women and Disadvantaged Business Enterprises

Volume 10, Number 2

July – September 2005

Houston Minority Business Council's (HMBC) EXPO 2005 – Accelerate Your Business!

Corporations, governmental agencies, and financial and educational institutions will be major participants at EXPO 2005, the Houston Minority Business Council's (HMBC) marketing event of the year. Texas' largest minority business development trade-fair will be held on September 15, 2005 at the George R. Brown Convention Center, Exhibit Hall C, Houston, Texas.

Minority and women-owned business enterprises (MWBEs) are invited to discover contracting opportunities available with major corporations and governmental agencies. For years, corporations have utilized EXPO to expand their supplier and contractor base. MWBEs, on the other hand, view EXPO as an easy and cost effective way of accessing key purchasing personnel.

Come prepared to make up to 200 sales calls in a day, all under one roof; to increase your market base; to gain insight

into today's business environment; to establish relationships with Houston's leading corporations and to enjoy the camaraderie of being in the company of Houston's top corporate and entrepreneurial executives and key decision makers.

To maximize your time and productivity at EXPO 2005, HMBC offers several invigorating and informative orientation training sessions to assist corporate and MWBE attendees alike. Important training session dates are:

Corporate & Prime Suppliers Only

July 20

August 17

September 1

Noon – 2:00 p.m.

Attendees Only

July 27

9:00 am – 11:00 am

August 25

1:00 pm – 3:00 pm

Call HMBC at 713.271.7805 to verify location of the session or sessions you wish to attend.

See EXPO on page 7.

Greater Houston Partnership Orientation July 14th

On July 14, 2005, the Greater Houston Partnership is planning an orientation to introduce the Partnership to minority and women-owned business enterprises. The event will take place at 1200 Smith, Suite 700, in the boardroom from 3:30 p.m. to 5:00 p.m.

At the orientation you will learn about the business opportunities and programs the Greater Houston Partnership offers to its members such as industry-related councils, committee involvement, seminars, the Minority Partnership Program, CEO Roundtables, and networking events.

Space is limited for the Greater Houston Partnership Orientation on July 14th. If you are interested in attending the event, please contact Kim Salinas by e-mail at Ksalinas@houston.org or call her at 713.844.3691 to reserve a space. Also, if you would like to learn more about the Greater Houston Partnership, check out their web site at www.houston.org.

Inside Highlights

Your Roles and Responsibilities as a Certified MWDBE	2
Airport has New Small Business and Contract Compliance Office	3
NBA Seeks MWBEs for 2006 All-Star Weekend	3
Using the MWDBE Management and Contract Compliance System	4 - 5
Check out the Publications on our Web Site	5
Small Contractors Training Series Graduation	6
How to do Business with the City of Houston Seminar	7
How to Package a Successful Bid Seminar	7
Upcoming Seminars	8
Web Sites that Provide Contracting Opportunity Information	9

Your Roles and Responsibilities as a Certified MWDBE

by Velma Laws, Director

It's probably been some time since you received your original MWDBE/PDBE certification letter, which contained important information about your roles and responsibilities as a participant in the City's MWDBE program.

Here's a refresher on some important Do's and Don'ts, as well as a few tips on how to maximize your opportunities for participation:

Do:

- Respond to bid solicitations, even if you will not submit a bid (The contractor took the time to include you – You should take the time to respond), but let us know if solicitations are not submitted within a reasonable timeframe for you to respond
- Attend pre-bid/pre-proposal conferences to meet potential primes
- Keep open lines of communication with your prime contractor
- Take advantage of networking and training opportunities
- Call us if you have any questions or need assistance with any problems on a City contract
- Respond to MWBE participation payment verification requests
- Create your business profile in the online MWDBE/PDBE Directory (see related article)
- Recertify annually

Don't:

- Allow a company to submit your name unless you, through your own efforts, will be doing the work
- Subcontract more than 50% of your work, without a specific waiver from the Affirmative Action Office
- Allow your company's name to be submitted for work you are not certified to perform
- Broker or pass through supply orders, without prior approval
- Hire members of the prime contractor's workforce
- Release your Certification Number until you have a signed Letter of Intent

These rules and tips will help us to maintain the strength and integrity of your MWDBE/PDBE Program. Our focus is to provide you with an opportunity to actually perform work or provide goods and services on City projects, as well as to work to remove any obstacles you may face in successfully participating on City contracts.

The program is working. Last year, over \$169 million was awarded to certified firms. We hope that we can count contracts you have received in next year's figures!

Let us hear from you.



Director



We've Moved!

The Affirmative Action and Contract Compliance Division recently moved to the 7th floor in our building. Our new address is:



611 Walker, 7th floor
Houston, TX 77002

The Source for S/M/W/DBE news is published by the Mayor's Office of Affirmative Action and Contract Compliance

Bill White, Mayor

Velma Laws, Director

Editorial Staff

Kelly Shreck

Juan Padilla

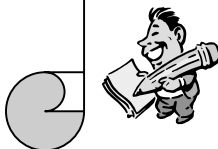
Matt Russell

Sheree D. McCarty

P.O. Box 1562

Houston, Texas 77251

713.837.9000



News Briefs

Houston Airport System has a New Small Business Development and Contract Compliance Office

The Houston Airport System has a new Small Business Development and Contract Compliance Office. Lea-Ann Gee is the manager of the new office that is located at 5050 Wright Road, Houston, Texas 77032. The telephone number is 281.233.7833 and the fax number is 281.233.2053.

The office:

- provides information to Minority, Women, and Disadvantaged Business Enterprises (MWDBEs) on contracting opportunities at George W. Bush Intercontinental, William P. Hobby, and Ellington Field Airports;
- administers Federal Disadvantaged Business Enterprise (DBE) Program;
- assists prime contractors with identifying certified MWDBEs for subcontracting opportunities;
- initiates outreach activities designed to increase small and MWDBE participation on Houston Airport System projects and contracts; and
- monitors prime contractor MWDBE utilization and prevailing wage compliance.

NBA Seeks MWBEs for 2006 All-Star Weekend

In February 2006, Houston will host the National Basketball Association (NBA) All-Star 2006, which culminates with the All-Star Game on February 19. In an effort to provide minority and women-owned businesses with the opportunity to participate in All-Star contracting and procurement opportunities, the NBA sponsors a Vendor Diversity Program.

The first step of the program is to produce a Vendor Resource Guide for NBA All-Star 2006, which will list, by business category, all qualified local woman and minority-owned vendors and relevant contact information. The guide will serve as a central source of qualified merchants for the NBA, its partners and its primary vendors as they seek to procure local products and services.

MWBEs certified with the City of Houston, Houston Minority Business Council (HMBC), or Womens' Business Enterprise Alliance (WBEA), in the areas listed below, will receive an invitation to participate from the NBA. The invitation includes a brief application, which must be completed in its entirety and returned timely.

The NBA looks forward to working with the local business community to bring about the most spectacular NBA All-Star yet. For more information, contact 713.837.9015.

Proposed list of products / services:

Advertising /Public Relations/ Marketing	Linen Rentals
Audio / Visual	Office Machines/ Rental - copiers, fax, etc
Awning and Canopy	Office Supplies
Barricade/ Bike Rack Rentals	Office Trailers
Building Materials	Painters
Carpet and Flooring	Parking Facility / Valet Service
Catering	Party Rental/ Pipe, Drape, Chairs, Tent, etc.
Costumes	Photography
Courier Service	Plant Rentals
Electrical Services/ Supplies	Port-o-Lets
Employment Svcs - Temporary Staffing	Printing - Banners, Signs, Invitations
Entertainment	Promotional Products
Entertainment- (Clowns, Jugglers, Novelty Acts, Magicians)	Security Services
Event Décor	Shipping/Trucking
Event Management	Signage/Banners
Fencing	Transportation – Bus
Florist	Transportation - Car Service
Furniture/ Rental	Transportation - Shuttle Service
Gifts (items and baskets)	Travel
Golf Cart – Rentals	Tour Services
Graphic Design	Waste Removal
Hardware Suppliers	Warehouse Space
Janitorial Service/Supplies	

Using the MWDBE Management and Contract Compliance System

The Affirmative Action Division's MWDBE Management and Contract Compliance software is in full implementation. In addition to providing an enhanced on-line directory and MWDBE participation monitoring, the system also has special benefits for certified firms. Below you will find some tips and directions for using this innovative system:

Vendor Profile

Maintain a profile of your business. This information is displayed to government staff, project managers, and potential partners seeking to do business with you. You will be able to enter details on:

- Contact information
- Hours of business
- Web address
- Number of employees and annual revenues
- Licenses, certifications, and memberships
- Accepted payment methods
- Delivery methods
- Return policies
- And other aspects of your business

To update your profile: From the left menu, click Edit Settings, then click Business Settings, then click Vendor Profile.

Forums/Knowledge Base/Bulletin Board

The new Forums provide bulletin board capability to users. Read and post information regarding:

- Subcontracting opportunities and team building
- Marketplace announcements
- System help
- Training announcements
- System news and updates
- System suggestions

To access the Forums: From the left menu, click Help & Support, then click Forums/Knowledge Base. Click the title of any Forum to view the topics, and click a topic to view the posts. You can create new topics and post to existing topics.

Finding Qualified Subcontractors

It's easy to find other vendors. Our system provides real-time certification status, so you will always know who is qualified.

To search for vendors: From the left menu, click Search, then click Vendors. Enter the name of a business, contact person, location, business description, NAICS code, certification type, or any other listed information and click Search. You will be shown a list of matching vendors. Click the Profile link to view contact and business information for any vendor.

Adding Additional Users

Many businesses have different people responsible for providing compliance and certification data. Our system permits you to set up an account for each person in your business. For example, you may be the owner of your firm, but you have two other employees that handle contract compliance information. Create accounts and assign the contracts to these employees. They will receive the notices and be able to respond on your behalf. You will also be able to take action in case your delegated contact is on vacation or not available.

To view a list of your current users: From the left menu, click Edit Settings, then click Business Settings, then click User List. To edit a user, click on their name.

To add a new user: From the left menu, click Edit Settings, then click Business Settings, then click Add a User. Enter the requested information and click Save.

View all Contracts, Subcontracts, and Certifications

You can view all of your contracts and subcontracts at any time. If you are a certified firm, you can view a summary of your certification record.

To view contracts and subcontracts: From the left menu, click View, then click My Contracts.

To view your certification: From the left menu, click View, then click My Certifications.

Notification Setting

Many users are being sent notifications by fax, or by fax *and* e-mail. If you have an e-mail address that you regularly access, we highly recommend switching to e-mail *only*.

To update your notification setting: From the left menu, click Edit Settings, then click Your Settings. The notification setting is in the Account Preferences table under Preferred Notification Method. Select an option and click Save Changes.

Update Password

We recommend that you maintain a unique and secure password for your account. You are responsible for the security and privacy of your account.

To change your password: From the left menu, click Edit Settings, then click Change Password.

Communicating with Prime Contractors

Any time you view a contract, audit, or message in the system, the contact person's name will be hot linked. Just click their name to send them a message. Enter your message and they will be notified by e-mail and/or fax. You can send your message to multiple users simply by clicking on more names to add to your message.

Check out the Publications on our Web Site

Our web site will be updated in July to include the new editions of the *City Contracting Guide* and the *Sources of Assistance*. These publications are compiled by the Affirmative Action and Contract Compliance Office. Additionally, the *Construction Industry Resource Guide*, which was recently compiled in conjunction with the 2005 Small Contractors Training Series, will also be updated on our web site. You can view these updated publications as well as the current edition of *The Source* on our web site after July 20th by going to www.houstontx.gov/aacc/publications.html

Listed below is a brief description of the publications:

- *The Source* is a quarterly newsletter that provides news for small, minority, women, and disadvantaged business enterprises. Upcoming seminars and a registration form appear in each edition of the newsletter.
- The *City Contracting Guide* is a 40-page document that provides information about how to do business with the City of Houston as well as departmental contacts.
- The *Sources of Assistance* is an 19-page document that provides contact information on areas of interest to business owners such as certification programs, business resources, and financial resources.
- The *Construction Industry Resource Guide* is a 17-page document that provides contact information on areas of interest to construction related businesses such as web sites that provide contracting opportunities; construction related organizations and associations; and certification programs.

Our certification application and several forms are also available online at www.houstontx.gov/aacc/forms.html. If you have questions regarding these publications, applications, or forms, please call 713.837.9000.

2005 Small Contractors Training Series

Fifty Individuals Recognized at Graduation Ceremony

Recently, the City of Houston's Affirmative Action and Contract Compliance Division, in partnership with the Houston Chapter of the Associated General Contractors (AGC), the Houston Contractors Association, the Houston Independent School District, the Port of Houston Authority, METRO, the Alliance of Minority Contractors of Houston, Grijalva & Allen, PC, and the Houston Minority Business Development Center, sponsored the 2005 Small Contractors Training Series. Classes were held from March 28th through June 15th at the AGC Office located on Dacoma. On June 29th, individuals completing at least nine of the twelve sessions were recognized at a graduation ceremony. The graduation was followed by a "Meet the Contractors" networking event.

At the graduation ceremony, Velma Laws, Director of the Mayor's Office of Affirmative Action and Contract Compliance, presented a proclamation from Mayor Bill White proclaiming June 29th as Small Contractors Day. Barbara Bailey Myers, Susan Nittka, Cheryl Bonner and Jeri Haynes, all with AGC, and Juan Padilla, with the City, were awarded certificates of appreciation for their efforts in making the series a success. Following the presentation of the certificates, participants had the opportunity to network with several contractors. Contractors sending representatives for the networking event were: Brookstone, LP, SpawGlass, Frost Constructors, W.S. Bellows, Satterfield & Pontikes, Pepper-Lawson, Durotech, Inc., and Tellepsen.

This was the second year that the training series was offered. The curriculum for the series was designed to provide small contractors with first hand information on what prime contractors want, need, and expect, as well as, management and technical training to enhance their knowledge. Topics discussed included: Resources for Finding Work; What Prime Contractors Look for, Need, and Expect; Setting up Cash Flow Management Systems; Understanding Payment Terms; Obtaining Insurance and Bonding; OCIP/CCIP; Delivery Systems; Plans, Specs, Scope of Work; Bidding; Estimating; Contract Law; Lien Laws; Project Management/Scheduling; Record Keeping; Requests for Payment; OSHA Safety; Environmental Issues; Employment/HR Issues; and Filing Payment Bond Claims.

The instructors / panelists for the series were: Jerry Nevlud, Terry Williamson, Greg Stringer, Chief Rufus Davis, Milton Thibodeaux, Andrea Goodwin, Thomas Coale, Elias J. De La Garza, Larry Townsend, Bob Holloway, Perla Lane, Don Kerl, Alfred Southerland, Jay Marak, Stephanie Thomas, Ellis Landreth, Elizabeth Debaillon, Mark Kennedy, Clarence Gray, Chris Roberts, Nick Russo, Maida Burns, and Tom Barber.



Congratulations to the graduates of the 2005 Small Contractors Training Series:

Charles Anyanwu
Gregory August
Mario Avila
Yolanda Avila
Godwin Biezugbe
Brandee J. Bracey
Dennis Brantley
Debra Brooks
Maria N. Brown
Janice Caddie
Jesse Celedon
Antonio Claros
Aurelio Cortes
Logan Diep
Sandy Farrell
David Victor Flores
Francis Foyeku

Luis A. Fuentes
John Gay
Gary Grantham
Celestine Holcomb
Peter C. Izuakor
Jo Ann Jarreau
Michelle Jones
Robert C. Jones
Sidney Jones
Carlton E. Johnson Sr.
Shanna L. Johnson
Shaukat Khan
Bobbie Mills
Dan Muñiz
Ed Nisby
Mae Nisby
Shola Ojuromi

Morlene Pena
Archie Rodgers
Tina Rodriguez
Eugene Smith
Tamara Starks
Troy Stevens
Marcus Tamez
Joyce Tate
Stephen Todd
Scottie Trevino
Gerald Young
Felecia Verdell
Kiramata Warren
Dwight Juan Winters
Eric B. Wright
Jeannette Wyndon

"How to do Business with the City of Houston" Seminar

Each quarter, the City of Houston offers the "How to do Business with the City of Houston" Seminar for business owners wanting to learn the ins and outs of doing business with the City. The next seminar will be held on Tuesday, August 30, 2005 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room #1. Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department's Strategic Purchasing Division, will conduct the class.

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.

"How to Prepare a Successful Bid" Seminar

The "How to Prepare a Successful Bid" seminar is conducted each quarter for business owners who would like to learn about the components of a bid package for the City, and want to discover how to successfully prepare a City bid. This quarter, the seminar will be held on Tuesday, September 20, 2005 at City Hall from 10:30 a.m. until 12:00 noon. City Hall is located at 900 Bagby and the seminar will take place in the basement conference room #1.

Ray DuRousseau, Deputy Assistant Director of the Finance and Administration Department's Strategic Purchasing Division, will conduct the class. DuRousseau will talk to the participants about how they can find out about bid opportunities and he will cover what they need to do to prepare a City bid.

For more information, to register for the class, or if you are a person with a disability and need a reasonable accommodation, please call the Affirmative Action and Contract Compliance Division at 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or fill out the registration form on the Upcoming Seminars page of this edition of *The Source* and fax it to the Affirmative Action Division at 713.837.9053. We cannot ensure the availability of appropriate accommodation without prior notification.

EXPO

continued from page 1

Awards Luncheon Keynote Speaker

Dr. Melvin Gravely, II, Ph.D., is an expert on the subjects of entrepreneurship and business development. He has spent the last fourteen years helping people and businesses get the results they expect. He is a full-time author, speaker and entrepreneur. His topic from his latest book, *"When Black and White Make Green...The Next Evolution of Business and Race,"* will definitely provide a keen picture of what majority companies are now seeking from minority businesses.

He will touch on some leading questions that always seem to be at the forefront of minority business owners' minds:

- Do we want to increase our capacity to do business with major corporations?

- Should we be pursuing business with major corporations?
- Should major corporations be our target market?
- Why are we still not achieving the results we want?
- Are we more capable and more competitive today than we were a year ago?

After an hour with this noted speaker, you will honestly say, "We need more time to listen to Dr. Gravely's expertise on minority business development strategies."

Make plans now to attend EXPO '05 and "accelerate your business."

Schedule of Events

September 14
5:30 p.m. – 9:30 p.m.

EXPO Reception – *Hilton Americas Houston Hotel*

Sponsored by MBEs, this event provides a venue for HMBC members and guests to network prior to EXPO in a relaxed and fun setting.

September 15

EXPO 2005 – *George R. Brown Convention Center – Exhibit Hall C*

7:15 a.m. – 8:15 a.m.	Sponsor Recognition Breakfast
8:30 a.m.	Ribbon Cutting
8:30 a.m. – 11:30 a.m.	Products EXPO
11:30 a.m. – 1:30 p.m.	AWARDS Luncheon
1:45 p.m. – 4:00 p.m.	Services EXPO

EVERYONE IS INVITED

Register Online www.hmhc.org

City of Houston

611 Walker, 7th floor, Houston, Texas 77002 713.837.9000
Affirmative Action and Contract Compliance Division
Velma Laws, Director

Upcoming Seminars

How to do Business with the
City of Houston

August 30, 2005
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #1
Houston, TX 77002

Learn the ins and outs of doing business
with the City of Houston including
information on bids & proposals for
purchasing, professional, construction, and
engineering services.

How to Prepare a Successful Bid

September 20, 2005
10:30 a.m. to 12:00 noon
City Hall
900 Bagby, Basement, Conf. Room #1
Houston, TX 77002

Explore the components of a bid package for
the City of Houston and discover how to
successfully prepare your City bid.

FAX this response form to 713.837.9053 to reserve your seat today!

Yes, I will attend the following events:

_____ How to do Business with the City of Houston

_____ How to Package a Successful Bid

Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____

E-mail Address _____

Call 713.837.9043 (Relay Texas 1.800.735.2989 or 7.1.1) or e-mail juan.padilla@cityofhouston.net for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.



Web Sites that Provide Contracting Opportunity Information

City of Houston - Finance and Administration – Strategic Purchasing Division
901 Bagby, City Hall, B-109; Houston, TX 77002; 713.247.1740; Fax: 713.247.1723

Visit the City of Houston's Strategic Purchasing Division's web site at www.houstontx.gov/purchasing where you will be able:

- to learn how to do business with the City of Houston
- to download current formal bids and RFPs
- to view the pre-bid and pre-proposal conference schedules
- to review the closed bids, RFPs, and tabulations
- to find where to look for insurance and indemnification requirements
- to learn about the City's certification programs for Minority/Women/Disadvantaged Business Enterprises (MWDBEs) and Persons with Disabilities Business Enterprises (PDBEs)

Harris County

1001 Preston, Suite 670; Houston, TX 77002; 713.755.5036; Fax: 713.755.6695

Visit www.pur.hctx.net where you will be able:

- to learn how to do business with Harris County
- to find current bid listings, contract status, and bid archives
- to view bid/RFP sample packages
- to review bid tabulations

Houston Independent School District (HISD)

Office of Business Assistance
3830 Richmond, Level 2 West; Houston, TX 77027; 713.892.6445; Fax: 713.892.6015

Visit HISD's web site at www.houstonisd.org where you will be able:

- to learn how to do business with the Houston Independent School District
- to find information on proposal and bid solicitations
- to review information about Minority/Women Business Enterprise (M/WBE) participation
- to examine the annual bid calendar
- to find out how to obtain a copy of the bid tabulation

Metropolitan Transit Authority of Harris County (METRO)

1900 Main St.; Louisiana; Houston, TX 77002; 713.739.4844; Fax: 713.739.3857

Visit the Metropolitan Transit Authority of Harris County's web site at www.ridemetro.org:

- to learn how to do business with METRO
- to view and download current solicitations more than or equal to \$25,000
- to view contract award information
- to find out about METRO's Small Business Program and the benefits of certification
- to learn about METRO's Contract Compliance Program

Port of Houston Authority

111 East Loop North; Houston, TX 77029; 713.670.2400; Fax for Small Business Development staff: 713.670.2498

Visit the Port of Houston Authority's web site at www.poha.com:

- to learn how to do business with the Port
- to view bid and proposal notices
- to find information on pre-bid conferences
- to learn about the Port's Small Business Development Program